



TEMPORARY "PARKLET" STREET USE PERMIT APPLICATION FORM

Business Name: _____
Site Address: _____
Applicant Name: _____
Phone: _____
Email: _____
Mailing Address: _____

Proposed dimensions of parklet area (measured in feet): _____

How many public parking spaces would be converted to café seating? _____

PERMIT SCOPE

This application is for restaurants that would like to expand outdoor seating into an adjoining on-street public parking stall(s) for the duration of Phase 2 and 3 of Washington's Safe Start plan or per Kirkland Municipal Code 19.04.061 such street use permit shall be valid from January 1st through December 31st of the year in which the permit may be issued. Such use of public parking is referenced in this application as a "Parklet".

Businesses interested in applying for a Parklet are advised to contact City staff to review the opportunity and discuss potential construction costs before completing the application form.

Existing ADA (American with Disabilities Act) stalls and No Parking Zones (red curb spaces) do not qualify for this program.

The City will evaluate applications for use of one parking stall (20' in length) per applicant, directly in front of the business but each site request is not guaranteed. The Public Works official may authorize use of additional parking stalls based on site specific conditions including but not limited to diagonal or perpendicular parking configurations. Applications will be considered on a first come first served basis.

During times in which the City of Kirkland closes the abutting right-of-way to vehicular traffic allowing pedestrian access in the travel lanes, the parklet applicant is allowed to use portions of the public sidewalk abutting the establishment as table area. Table area must be removed immediately upon reopening of the street.

Normal application and use fees are waived for these temporary permits.

All business must follow the guidelines and restrictions of the Washington's Safe Start plan and those of King County Public Health. Businesses may find the latest COVID-19 information for Washington and King County at the following websites:



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Safe Start: Business Guidance, County Status and What's Open: <https://coronavirus.wa.gov/what-you-need-know/safe-start>

King County Public Health, COVID-19 Resources for Businesses:
<https://www.kingcounty.gov/depts/health/covid-19/workplaces.aspx>

Restaurants should also contact Washington State Liquor and Cannabis Board if they intend to extend outside liquor service: https://lcb.wa.gov/sites/default/files/publications/temp_links/Coronavirus-Extending-Outside-Liquor-Service-6-11-20.pdf

CONDITIONS OF TEMPORARY PARKLET STREET USE PERMIT

- I. Permittee agrees to the following limitations of this permit:
 - A. The parklet area containing café seating in the street shall be physically blocked from traffic (see diagrams below);
 - B. The parklet and adjoining area shall maintain an ADA accessible route;
 - C. The parklet and related improvements shall not extend into adjoining bike lanes or vehicle travel lanes;
 - D. Any establishment that serves alcoholic beverages shall comply with all applicable Washington Liquor and Cannabis Board regulations;
 - E. Any use of heating equipment or canopies requires the approval from the Fire Department;
 - F. For restaurant establishments, no off-premises advertising signs or displays are allowed;
 - G. The minimum height for umbrellas and other shade devices shall be seven feet in order to provide unobstructed passage for pedestrians;
 - H. Upon complete installation of the Parklet and prior to use, the applicant shall contact the City for a final inspection of the improvements to verify compliance with these conditions;
 - I. All within permitted street area must meet the guidelines and restrictions of the Washington's Safe Start plan and King County Public Health's guidelines for restaurants and other food businesses;
- II. Permittee agrees to operate said parklet street use as follows:
 - A. No alcoholic beverages may be served or consumed within the extended outside service area, except under the following conditions:
 - 1. All Washington State Liquor and Cannabis Board regulations, including regulations relating to "extended outside service areas" shall be adhered to;
 - 2. A breach of any of the foregoing conditions shall be grounds for immediate suspension of the permit pursuant to Section III below;



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- B. The parklet, adjoining sidewalks and streets shall be maintained in a clean and litter-free condition and shall be cleaned by the permittee not less often than once daily;
- C. No food preparation shall take place within the permit area;
- D. No food service or other activity shall be carried on by the permittee from or within the required clear public pedestrian path pedestrian corridor;
- E. No product displays, i.e. food cases, coolers, etc., shall be placed within the approved extended outside service area;
- F. Any violation of the foregoing conditions shall constitute grounds for immediate revocation of the permit;

III. The City may, and reserves the right to, temporarily or permanently suspend a street use permit during the course of area-wide special events or in the interest of the public health, safety and welfare.

IV. The undersigned agrees to defend, pay, indemnify, and save harmless the City of Kirkland, its officers, agents and employees from any and all claims for damage or injury, real or imaginary which may be made against the City, its officers, agents or employees where such claim arises out of the construction, development, maintenance or utilization of the hereinbefore described public right of way or the responsibilities of the permittee arising out of this permit, excepting therefrom only those instances where the sole proximate cause of such damage or injury is the negligence of the City of Kirkland, its officers, agents or employees. The indemnification herein provided shall include indemnification for reasonable attorney's fees required to be incurred by the City of Kirkland in the investigation or defense of any such claim or in seeking performance of the permittee.

I certify or declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Owner or Authorized Agent:

By signing this document, I agree to its terms and conditions.

Signature: _____ Date: _____

Print Name: _____ Title: _____

APPLICATION CHECKLIST

1. Contact Kyle Cotchett at kcotchett@kirklandwa.gov, 425-587-3254 for initial feedback on your proposal;
2. Completed Application Form;
3. Submit an updated Certificate of Insurance with minimum limits of \$300,000 per occurrence (see Sample).



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4. Temporary Outdoor Dining seating site plan including the following information (see diagrams below):
- a. Building outline, including location of entrance/exit doors
 - b. Names of adjacent tenants
 - c. Sidewalk width
 - d. Bike Lane width (if applicable)
 - e. Distance from nearest driveways, crosswalks, and intersections
 - f. Location of curbs and sidewalks (include the widths from building face to curb)
 - g. Location of private parking that is adjacent to any entrance/exit that might be used for outdoor café seating
 - h. Location and measurements of on-street parking that is proposed for outdoor café seating
 - i. Dimensions & measurements of proposed Temporary Outdoor Dining Seating area
 - j. Proposed layout of tables and chairs that meet the State of Washington Guidelines for social distancing (<https://coronavirus.wa.gov/information-for/business>)
 - k. Names of streets in the drawing and locations of any crosswalks
 - l. Other structures (fire hydrants, mailboxes, traffic signals, streetlights, cabinets, signs, planters, bike racks, etc.)
 - m. Photos or drawings of proposed fencing (if needed for café seating only, barriers required for repurposing of parking areas)
 - n. Images or drawings of barriers with dimensions
 - o. Proposed platform and height to meet curb edge
 - p. Location of any known utilities or utility covers (manholes, meters etc.)

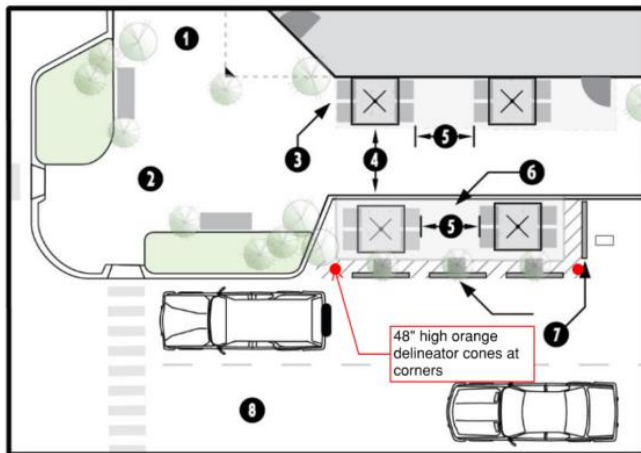


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Diagrams:

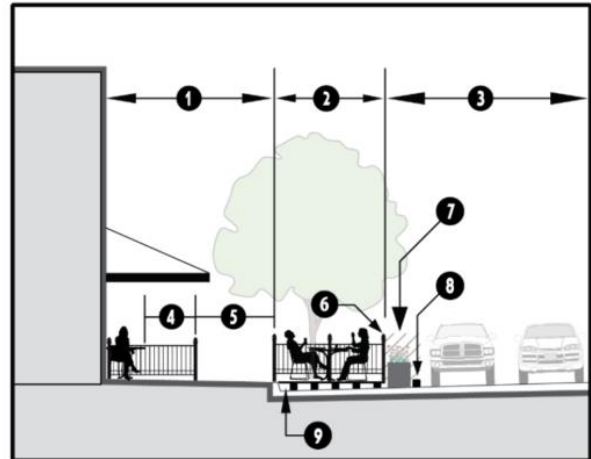
The diagrams below required components of Parklets. The City Public Works Official may modify these standards on a case-by-case basis in response to site conditions and where adequate alternate safety measures are included.

Diagram 1



- 1 Sidewalk
- 2 Bump-out
- 3 Sidewalk café seating
- 4 6' wide clear for pedestrians
- 5 State mandated seating separation
- 6 Parklet café seating
- 7 6" high wheel-stop to create 2' minimum separation from travel lane
- 8 Vehicle travel lane

Diagram 2



- 1 Sidewalk
- 2 Parklet surface at grade with sidewalk
- 3 Vehicle travel lanes
- 4 Sidewalk café seating (if applicable)
- 5 6' wide clear for pedestrians
- 6 30" min. height railing
- 7 2' min. from travel lane*
- 8 6" high wheel-stop*
- 9 6" clear for drainage at curb

**Applicant may install jersey barrier in-lieu of curb and separation*

Deck use requirements:

- The top layer of the deck must be no more than 1/4" above the top of the sidewalk,
- ADA access must be provided in compliance with Title II of the American with Disabilities Act.